Title: 1, Payroll/Personnel Manual

Chapter: 12, Training Information System (TRAI)

Bulletin: TRAI 06-1, Submission Of Training Data To The Office Of Personnel Management (OPM)

Date: December 29, 2006

To: Holders of the TRAI Procedure
Personnel User Groups

The Office of Personnel Management (OPM) has issued regulations that agencies should begin reporting completed training units to OPM's Enterprise Human Resources Integration (EHRI) data warehouse no later than December 31, 2006. As a result of these regulations, modifications are being made to TRAI to capture the required training data elements to create a training file that will be submitted monthly to OPM's EHRI data warehouse.

OPM's Requirements for the Training File

To conform to OPM's requirements for the training file, the following training codes fields in TRAI will require new values. Also, the fields are being rearranged on the TRAI screens in the order shown below:

- Type
- Sp/Int (Special Interest)
- Purpose
- Source

The Credit Designation Codes are also changing; however, they will remain in the same location on the TRAI screens.

For information on the valid values for the above fields, see the attachment.

Training Special Interest Codes Field

The Training Special Interest Codes (SP/INT) field will change to capture OPM's EHRI required Training Type Sub-Codes. **Note:** This will be a required field in TRAI.

TRAI Procedure

The TRAI procedure, which is available online at the NFC Web site, will be updated to include the information in this bulletin. To view and/or print this procedure, go to the NFC Home Page (*www.nfc.usda.gov*) and click the **Pubs & Forms** icon. At the Pubs & Forms page left-hand menu, click *List by Title/Chapter or list by System Acronym,* then search for *TRAI* on the list provided.

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Inquiries

For more information on the training data elements, see the Guide To Human Resources Reporting on OPM's Website at http://www.opm.gov/feddata/ghrr/ghrr06_ch4.pdf.

Please refer questions about TRAI to the Payroll/Personnel Call Center at 504-255-4630.

for

MARK J. HAZUDA, Director
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Attachment

Training Type Codes

Listed below are the valid values for the Training Type field:

Code	Definition
1	Training Program Area **Note**: If the Training Type is **1**, the Special Interest Code must be **01** through **16**. See below for a list of the Special Interest Codes for Training Type 1.
2	Developmental Training Area **Note**: If the Training Type is **2**, the Special Interest Code must be **20** through **27**. See below for a list of Special Interest Codes for Training Type 2.
3	Basic Training Area **Note**: If the Training Type is **3**, the Special Interest Code must be **30** through **35**. See below for a list of the Special Interest Codes for Training Type 3.

Special Interest Codes For Training Type 1

The following Special Interest Codes (Training Type Sub-Codes) are required for Training Type 1:

Code	Definition
01	Legal
02	Medical and Health
03	Scientific
04	Engineering and Architecture
05	Human Resources
06	Budget/Finance Business Administration
07	Planning and Analysis
08	Information Technology
09	Project Management
10	Acquisition
11	Logistic Specialty
12	Security
13	Clerical (Non-Supervisory Clerical/Administrative)
14	Trade and Craft
15	Foreign Affairs
16	Leadership/Manager/Communications Courses

Special Interest Codes For Training Type 2

The following Special Interest Codes (Training Type Sub-Codes) are required for Training Type 2:

Code	Definition
20	Pre-Supervisory Program
21	Supervisory Program
22	Management Program
23	Leadership Development Program
24	SES Candidate Development
25	Executive Development
26	Mentoring Program
27	Coaching Program

Special Interest Codes For Training Type 3

The following Special Interest Codes (Training Type Sub-Codes) are required for Training Type 3:

Code	Definition
30	Employee Orientation
31	Adult Basic Education
32	Mandated Training
33	Work-Life
34	Soft Skills
35	Agency Specific

Training Codes-Purpose

Listed below are the valid values for the Training Purpose field:

Code	Definition
1	Program/Mission Change
2	New Work Assignment
3	Improve Present Performance
4	Future Staffing Needs
5	Develop Unavailable Skills
6	Retention

Training Codes-Source

Listed below are the valid values for the Training Source field:

Code	Definition
1	Government Internal
2	Government External
3	Non-Government
4	Government State/Local
5	Foreign Government and Organizations

Credit Designation Codes

Listed below are the valid values for the Training Credit Designation Type field:

Code	Definition
1	Undergraduate Credit
2	Graduate Credit
3	Continuing Education Unit
4	Post Graduate Credit
5	Non-Applicable